Lewis, Jane

From: Morris, Gloria
Sent: Tuesday, February 17, 1998 11:56 AM
To: Research & Development
Cc: Sinclair, Nancy; Smith, Dave B. (MS MAIL); Odom, Bill; Hunt, Una
Subject: RECORDS DISPOSAL SUSPENSION NOTICE
Importance: High

Per Lewis M. Cummings' memo of 2/4/98, it is necessary to insure that purchase orders being issued concerning the following be preserved from our normal disposal methods:

Manufacturing methodology, testing, marketing in the United States, sale in the United States and/or composition and properties of tobacco, tobacco products, paper, filters or any other materials contained in, relating to, or used in the manufacturing, testing, marketing in the United States, sale in the United States and/or composition and properties of tobacco and tobacco products.

Some of the purchase requisitions issued by R&D may fall into these areas, therefore, it will be necessary to note this on the purchase requisition so Purchasing can insure compliance. Since we have no way of knowing what these orders are for, your assistance in this area is vital and much appreciated.

If you have any questions, please do not hesitate to contact:
Nancy Sinclair
x42292

PM3000420998

Source: https://www.industrydocuments.ucsf.edu/docs/lmdl0001